

**City of Imperial Beach
POSITION DESCRIPTION**

Title: Human Resources Manager
Department: Personnel
Division: Executive Management

GENERAL PURPOSE

Under administrative direction, to direct, manage, supervise and coordinate the activities and operations of the Personnel Division within the City Managers Department including recruitment, selection, classification, compensation, workers compensation, employee benefits administration, employee relations, and training, to serve as the safety compliance officer, Citywide ADA compliance, to coordinate assigned activities with other divisions, departments and outside agencies, and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager

SUPERVISION EXERCISED

May exercise supervision over assigned departments, staff, and activities as designated by the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assume management responsibility for assigned services and activities of the Personnel Department including recruitment, selection, classification, compensation, workers compensation, employee benefits administration, employee relations, training and ADA compliance.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for personnel staff; senior center and recreation department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Supervise and coordinate the City-wide workers compensation program; collaborate with third party administrator to review claims and work-related injuries.

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Oversee the in-house administration of the flexible benefits program; supervise the administration of the health, dental, life and disability benefits program.

Oversee and participate in conducting job analysis, classification and compensation studies; recommend modifications to the City's classification plan, prepare written documentation to support recommendations.

Consult with department heads regarding personnel policies and procedures, labor agreements, disciplinary procedures and due process requirements; assist staff in responding to grievances and participating in hearings.

Serve as a member of the City's labor relations team; participate in labor negotiations.

Participate in investigating allegations of sexual harassment, discrimination or unfair treatment; respond to equal employment opportunity complaints; develop written conclusions or recommendations.

Develop and oversee the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.

Provide responsible staff assistance to the City Manager.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of personnel management and administration.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to personnel programs; policies and procedures as appropriate.

Perform related duties and responsibilities as required

PERIPHERAL DUTIES

May serve as a member of various employee committees.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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At least five years of increasingly responsible professional-level personnel experience including supervisory responsibility.

Equivalent to a Bachelors degree from an accredited college or university with major course work in business administration, human resources or a related field.

Possession of a valid Class C California Driver's License with a safe driving record.

KNOWLEDGE OF:

- Principles and practices of public personnel administration including recruitment, selection, benefits administration and employee relations.
- Principles and practices of program development and administration.
- Principles and practices of wage and salary benefit administration.
- Methods and techniques of recruiting, interviewing and selecting qualified applicants for employment.
- Methods and techniques of job analysis including classification and compensation.
- Principles and procedures involved in labor negotiations.
- Methods and techniques of dealing with employee grievances and unlawful allegations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- English usage, spelling, grammar and punctuation.

ABILITY TO:

- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Oversee and participate in classification, compensation and job analysis functions.
- Maintain confidentiality of work performed.
- Direct and modify an efficient recruitment, selection and retention program.
- Review and resolve employee grievances in accordance with labor agreements.
- Participate in labor negotiations.
- Research, analyze and evaluate new service delivery methods and techniques.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability to work in an office setting and operate office equipment. CONTINUOUS sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.

WORK ENVIRONMENT

Standard office setting. CONTINUOUS working indoors, dust from paperwork. Work schedule is 9/80 with alternating Fridays off in a biweekly period. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.